



Episcopal Day
SCHOOL OF ST. MATTHEW



Position Statement
Middle School Director Search
Episcopal Day School of St. Matthew
San Mateo, California
Start Date: July 1, 2026



Middle School Director Position Statement



With one of the world's great symphony orchestras just up the road and one of the world's great universities just down the road, the area is as beckoning to the aesthete as to the athlete.

San Mateo and the cities around it are Ground Zero for world-class innovation and design. The parents come from many places and reflect the multicultural and polyglot nature of the region. Representing a wide range of professions, the parents are united by their work ethic, their aspirations and their desire for top-flight education for their children. Just minutes from San Francisco International Airport, these communities lead the world in the creation of a high-tech future on the one hand, while on the other, they want their children to be steeped in the values of an environment that emphasizes kindness, charity, good works, and civility, even as, in the words of Episcopal Day, they learn to become "leaders of positive change in the world."

The Place

Who would ever think that in the midst of Silicon Valley in the middle of the bustling city of San Mateo, there would be a children's school whose setting can best be described as bucolic. Well, Episcopal Day School of St. Matthew (EDS) is that school. From the stately church to the carefully blended school buildings behind it, to the gracious turn-of-the-century mansion to the sweeping greensward known as "Mustang Meadow," to the cloistered lunch area dominated by a huge magnolia, to the cozy living room called the "Fireplace Room," this is a comfortable and gracious place. In a part of the country where so much is shiny and glitzy, everything that's new at Episcopal Day feels thoroughly up-to-date and contemporary, but on this campus, there is a feel of timelessness.

The Bay Area is a wonderland of places, people, and things to do. From surfing in nearby Santa Cruz to skiing in the Sierras, sailing at Lake Tahoe or biking through the Napa Valley, going up to The City or down to Stanford, cultural and athletic opportunities abound. With every major professional sport featuring championship teams, the area is a sports fan's paradise, and for the athlete or someone just trying to stay in shape, it's mecca with hills and trails and running, walking, biking, hiking all almost at one's doorstep, not to mention San Francisco Bay itself.



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The School and Its Leader

Episcopal Day, one of the few independent PK-8 schools on the San Francisco Peninsula, is known for its tight knit, involved, and generous community; for confident students who are leaders, and curious learners; faculty and staff who know their students well and are supported by parents; and administrators who are committed to the ethos of Episcopal Day and have forged a strong partnership between the church and the school. In fast-paced culture of Silicon Valley, the understated culture of Episcopal Day has as its priority raising well-adjusted kids and is committed to educating the whole child. <https://www.episcopaldaysanmateo.org/about/strategic-plan>

Quincey Grieve will be entering her fourth year as Head of Episcopal Day right when the new Middle School Director begins. Continuing a career that has

seen her excel as both teacher and administrator in first-rate schools, Quincey has built a strong administrative team and strengthened the curriculum in her first three years at Episcopal Day. A new Associate Head for Academics is working with her and the faculty to improve alignment throughout the grades with special emphasis on the Middle School. The new Middle School Director will work closely with Quincey, the Lower School Director, the Associate Head, the Chaplain, and Dean of Students. Ms. Grieve has been intentional about strengthening the ethos of Episcopal Day, emphasizing the school's history of well-mannered, thoughtful students and generous, caring teachers.

The school is a mission of the Episcopal Church of St. Matthew, the legal entity. The Church Rector and Vestry oversee the school in support of the independent School Board. For decades there has been a strong partnership between the long-tenured Rector of the Church and the Head of school.



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Mission

To inspire, through an academically challenging course of study, the intellectual curiosity, confidence, moral courage, and character that prepare students to be leaders of positive change in the world.

Grounded in the Episcopal Tradition, Our Core Values are:

- Academic Excellence
- Service to Others
- Respect for Diversity
- Compassionate Community

The school does not pay mere lip service to these lofty ideals; there is a palpable sense of caring and generosity that runs through the student body and faculty. As one teacher puts it, EDS welcomes students of all faith traditions and is a reflection of the Episcopal “big tent” approach to inclusivity. Chapel plays an important role in the weekly life of Middle school students and teachers. The community gathers around our values, “exploring what it means to be human.” It is a time to offer grounding for students, a quiet time before the busy school day. Chapel features “Eighth Grade Chapel Talks,” when the oldest students offer their reflections on their lives, their struggles, or their future – something the students and faculty all look forward to. Link to a chapel talk: <https://www.youtube.com/watch?v=t6x8upYmWaw>

The People

All constituencies describe the community as close-knit and warm. Indeed, EDS serves as a second home and a neighborhood for those who have moved to the Bay Area as well as those who have lived here for years. The faculty of seasoned pros and talented new comers are dedicated professionals who know their students and care for them and for each other. As a group they appreciate professional development, work collaboratively with each other and are active participants in the life of the school.

Episcopal Day opens its arms wide. The Parents’ Association eagerly supports the school, taking an active role in daily activities as well as in many of the traditions of the school including the Fall Festival and Donut Day. School parents also work in tandem to support the school’s mission: supporting service learning, parent education, diversity & inclusion work, and ongoing year-round support of the faculty, staff and administration teams.

First drawn to the school by its reputation for a strong academic program, parents place equal importance on the school’s role in developing children’s character, teaching empathy, and preparing them to be global citizens. Parents speak appreciatively of the faculty who know and care for students and who develop close relationships with their children and with them.



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The Program

An Episcopal Day School education connects students to something bigger than themselves. Students are inspired to learn through a balanced program of academics, athletics, arts, technology, character development and leadership development. A Middle School class on leadership and social justice is deeply connected to Chapel.

The resulting combination of classroom instruction, chapel and exploration of all world religions, arts and athletics, service to others, and character development is that “our Eighth Graders go into the world grounded in the Core Values and able to articulate them in a complex world.” Regular feedback from secondary schools reinforces the conviction that the Episcopal Day graduates are thoughtful, considerate, respectful, and well prepared. These are 8th graders who look adults in the eye, have a firm handshake and communicate well.

The Middle School aligns its curriculum around a core of four subject areas: Language Arts/English, Mathematics, Social Studies and Science. At each age level the goal is to develop critical thinking, problem-solving and appreciation for language. Additionally, the curriculum includes art, music, PE, drama, maker lab/technology, world language, and chapel in the appropriate settings and formats for each age group. With an average class size of 16 students, faculty attend to individuals, encouraging students to ask questions, voice their opinions, and learn from their mistakes. Indeed, this is a school that has long attended to the developmental needs of its students by considering appropriate instruction and materials.

Students across all grades know each other and participate in cross-grade activities to build relationships and hone leadership skills. School

families are created with children in each grade who meet for lunch and activities on a regular basis. They even send care packages to their newly graduated 9th grade family member during their freshman year. Reading buddies team younger and older lower school students to forge relationships and instill love of learning. Older students walk younger students into chapel services and show them the ropes. Middle school student clubs spend time at Charles House playing games with the youngest students.

Middle School scaffolds skills to ensure students are leaders and thinkers when they graduate. A curricular hallmark of the Middle School is its inquiry and collaborative approach to math and science. In English, students think critically about literature and write analytical essays. The Middle School follows a four-year progressive and coordinated study of history chronologically moving from Ancient History and Civilizations to US History. All courses of study integrate core Diversity, Equity, Inclusion, and Belonging competencies, such as systems and spectrum thinking.

In language, students can choose between continuing to study Spanish or begin the study of Mandarin in 6th grade; in each they are also learning about culture and history. Art, Music, PE, Religion, Drama Maker Lab remain constant special classes for students in these grades. All students have the opportunity to participate on athletic teams starting in 4th grade. Teams are formed without tryouts and with a no-cut policy. 90% of middle students participate in Mustang athletics across 36 teams. Drama and music performances begin in pre-Kindergarten and increase in scale as the children get older. Music, art and drama are essential in the program throughout an Episcopal Day education.

<https://www.episcopaldaysanmateo.org/programs>

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Job Description

The Middle School Director is charged with comprehensive responsibility for activities involving students and faculty in the School's academic and extracurricular programs for students in Fifth through Eighth grade. The Middle School Director reports to the Head of School and supervises the teachers and associate teachers in the Middle School Division as well as cross-divisional specialist teachers as assigned. The Middle School Director is a member of a collaborative Leadership Team.

Major Responsibilities

- To manage day-to-day operation of the Middle School and to lead the instructional staff in the performance of their duties. The Division Director collaborates with the Head of School, the Middle School Dean, and the Lower School Division Director with respect to all-school activities.
- To support, review and evaluate the Middle School academic programs; to supervise the teaching process; to support innovation among the faculty; and to observe, supervise, and help evaluate the faculty in the development and implementation of curriculum. Namely:
- To oversee and direct all activities of the Middle School in the articulation of the school mission, school goals, department goals, course objectives, materials, methods and means of assessment.
- To embrace and support the Episcopal identity of the school, understanding the impact of that identity in fostering inquiry, inclusion, and service to others.
- To provide for the academic guidance of students; to ensure maintenance of complete academic records on all students; to oversee the grading and reporting of standards and methods used by teachers in measuring student achievement.
- In coordination with the Head, to conduct regular meetings with faculty which will deal both with routine school matters and with the exchange of ideas on issues of educational interest and concern.
- To oversee the coordination of the co-curricular and extra-curricular activity programs of the school; to direct the planning and presentation of school assemblies and programs; to assist in maintaining a comprehensive calendar of school events.
- To serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- To provide an orderly, supportive environment in which learning can take place, a school climate that is supportive and which reflects high morale.
- With the Middle School Dean, to be aware of the educational, physical, social, and psychological needs of the members of our middle school community, and to develop plans for meeting these needs.
- To help prepare a master school class schedule and to assign teachers and students to classes and other obligations.
- With the Dean, to communicate regularly with parents and to maintain records and correspondence relating to parent conferences.

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- With the Dean, to establish guidelines for proper student conduct and dress; to maintain student discipline consonant with school policies; to monitor students' adherence to established school rules.
- To support the admission process for the testing, interviewing, and evaluating of applicants for enrollment.
- To make recommendations to the Head of School regarding the hiring, and retention, and assignments of faculty.
- To support programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- To strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each teacher.
- To be a visible presence in all areas of the school; to work toward a resolution of all problems—both routine and unique—as they arise; to keep the Head of School informed of the general programs, activities, and problems of the school.
- To support the school, its leadership, mission, philosophy, and traditions
- To perform other duties as assigned by the Head of School.

- Respect of all constituents in an evolving multicultural, economically diverse school environment, including faculty, staff, administration, parents, and students
- Consistent highly professional behavior, including discretion, judgment, and integrity
- Proven cultural competence in a community that is growing its commitment to issues of equity and social justice
- Ability to contribute to strategic thinking and to lead major initiatives
- Ability to effectively manage community partnerships

Qualifications:

- Significant teaching experience, preferably at the Middle School level
- Administrative experience working with teachers and parents in an independent school setting
- Knowledge of and experience with Middle School curricula and professional development
- Advanced degree preferred

Salary:

Episcopal Day School offers a generous benefits package, is committed to equitable hiring practices, and enthusiastically encourages professionals of all backgrounds to apply.

The salary range is \$150,000.00 - \$175,000.00 per year, depending on personal qualifications and experience. There are also health benefits of nearly-unheard-of generosity in the independent school world: 100% employee medical coverage and 100% eligible dependent coverage, along with the availability of dental and vision care as well. The School's time-off policies are similarly generous, with teachers entitled to school breaks, including sick and personal days.

The successful candidate will exhibit the following qualities:

- Dynamic personality and love for children
- Warmth, dedication, and positivity
- Ability to connect with others and communicate effectively
- Sense of humor and self-awareness
- High levels of organization
- Comfort in a faith-based system

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Facts At A Glance

- 287 Students
- 50% Students of Color
- 78 Faculty and Staff members
- 90% Student participation on 36 competitive teams
- 96% Parent Participation in the Annual Fund



Application Process

Candidates should apply through the candidate portal on the RG175 website: <https://rg175.com/candidate/signup>

The application includes a:

- Letter of Interest
- Updated Resume
- Writing Sample

The RG175 consultants leading the Episcopal Day School's search are Debbie Reed (dereed2014@gmail.com) and Tom Hudnut (tom@tomhudnut.com).

The deadline for applications is **March 15, 2026** though the School reserves the right to advance the search's timeline.